

Job Description



NAME:
DURATION: Up to One Year – to cover Maternity Leave
POST: ATTENDANCE/ADMISSIONS ADMINISTRATOR
GRADE: Scale 2 (Term Time Only, 39 weeks per year)
ACCOUNTABLE TO: Head teacher, Inclusion Manager, Attendance & Admissions Officer

Purpose of the post

- To provide support and guidance to children, young people and those engaged with them in order to reduce exclusions, raise attendance and attainment by removing barriers to learning.
- To work within an extended range of networks and partnerships to improve attendance across the school.
- Maintain accurate records of pupil attendance.

Key responsibilities

- To contribute to the identification of barriers to learning for individual children and young people in relation to attendance and provide them with a range of strategies for overcoming those barriers in conjunction with PPW and EWO.
- To develop, agree and implement a time bound action plan with individual children/ families to improve punctuality and attendance.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with school.
- To contribute to the protection of children and young people from abuse.
- To develop and maintain appropriate contact with the families and carers of children and young people who have identified punctuality and attendance concerns
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help improve punctuality and attendance
- To operate within agreed legal, ethical and professional boundaries when working with children, young people and those involved with them.
- To liaise closely with staff in school to ensure a clear understanding of the Attendance/Admissions role and the work being undertaken in relation to the purpose of the post.
- To attend training and Continued Professional Development (CPD) sessions.
- To review own contribution to the school

- To work within, and promote, the school's Equal Opportunity Policy and contribute and adhere to policies relevant to the post.
- To work effectively as part of the school office team
- To provide general clerical and administrative support as necessary
- To undertake other duties, appropriate to the post, as may be required

Attendance

Purpose of the job:

- Improving pupil attendance
- Liaison with families, pastoral staff and agencies on attendance related issues
- School compliance with statutory requirements

Key duties and responsibilities:

- To ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked
- To clearly communicate to parents & carers that it is their legal responsibility to ensure their children's regular and punctual attendance
- To establish and maintain a system for late children to sign in
- Be the main contact for all attendance issues and chase up reasons for absence on a daily basis with guidance from the relevant colleagues
- To undertake home visits with a colleague where necessary and ensure meticulous records of actions and outcomes are kept
- To contribute an attendance item on every newsletter, eg) weekly class attendance, celebrating success and reminding of expectations and to develop and organise attendance incentive schemes, which promote and celebrate achievements for individual pupils
- To undertake attendance duty every morning/ as required
- To support the Inclusion Team, including EWO delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
- To ensure daily registers are updated to show latecomers
- To monitor and ensure correct Attendance Codes are entered in Class Registers and SIMS
- To administer and monitor initiatives to improve attendance as required. For example, penalty notices, first day calling etc.

- To conduct School Attendance Panel meetings with Inclusion Manager/EWO/PPW
- To keep accurate, up to date records of all casework
- To participate in staff meetings and agreed relevant working parties as necessary
- To provide information and advice to the Inclusion Manager on individual casework
- To provide information for reports for Initial Child Protection conferences, reviews and core group meetings for children
- To aid the smooth integration of in-year pupil transfers under the Admissions Policy
- To uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, pupils, parents & carers and the wider community
- To assist in the completion of the Termly Census

Admissions

- Maintain and update the pupils' records, ensuring all pupil records are kept accurately and comply with requirements of the Data Protection Act 1998
- Process secondary transfer of pupils', liaising with the local authority and secondary schools, including CTF transfers and pupil records
- Liaise and assist AHT / Early Years Lead with Nursery admissions
- Ensure waiting lists are maintained accurately and parents/carers are informed when necessary if a vacancy has arisen
- To manage the administration of the End of Year Reports
- To update and maintain pupil records on school database (SIMs) and pupil records
- To proactively exploit the potential of SIMs in terms of linking contextual, attendance, assessments and attainment data to aid strategic planning. This will include the keeping of documentation of work undertaken for future references

